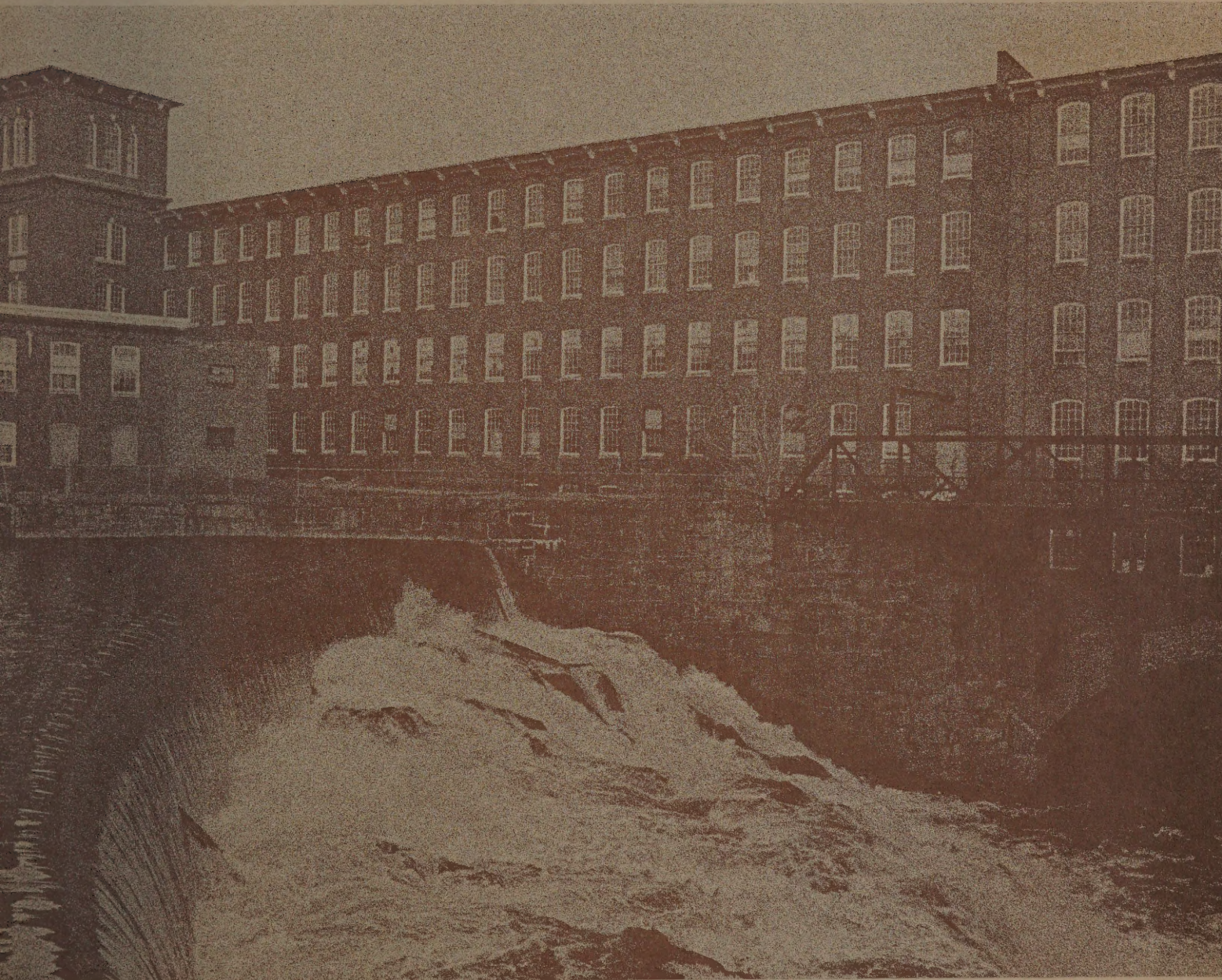


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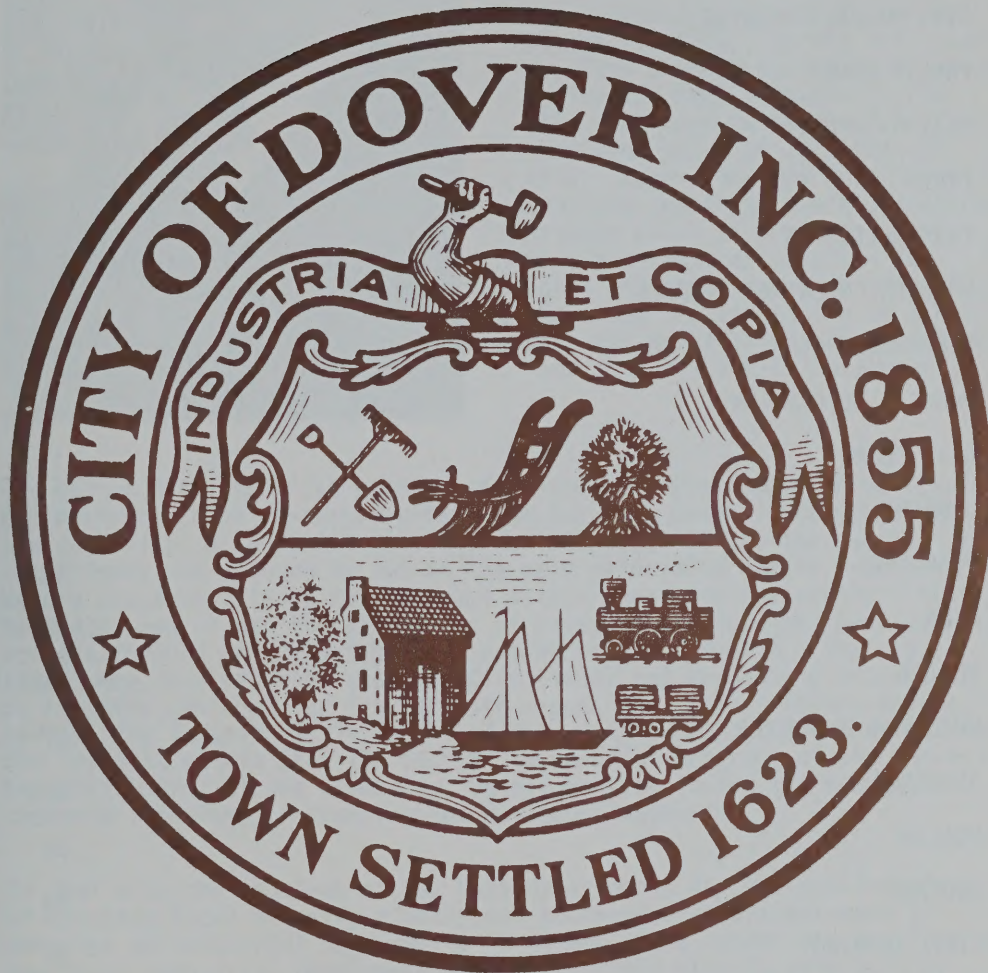
1976

1976 - 77 DOVER CITY COUNCIL



Seated left to right: front row: Geraldine Sylvester; Henry M. Smith, Mayor Pro Tem; Michael J. White, Mayor; Philippe J. Morrisette. Back row: Jack Buckley; John Maglaras; Ernest J. Carrier; Harry N. Griffin; Arnold W. Peters.

1976 ANNUAL REPORT



CITY OF DOVER, N.H.

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CITY MANAGER'S REPORT



I am pleased to submit the Annual Report for 1976. During this year the City Council and Administration confronted many problems as the City continued to emerge from the recession years of 1973 through 1975. Major concerns were to control the growth of municipal expenditures so as to create as favorable a climate as possible for local economic recovery. Secondly, there was the initiation of a new City Manager into all of the many facets of Dover City Government.

In dealing with the first problem of controlling the growth of municipal expenditures to be contained within the tax base growth limitations of the community, a four part strategy was adopted. First, the overall City labor force was reduced by 10% as the only major alternative remaining to keep a projected \$14.00 tax increase within much more reasonable limits. Secondly, new or additional sources of revenues were sought, particularly for the support of a growing Parks and Recreation Program. Thirdly, steps were undertaken to automate City fiscal and accounting procedures to minimize the need for future staff expansions within finance departments. The largest single factor affecting the Finance Office producing the greatest strain were the capital improvement programs of the Cocheco Separation Project and Community Development replacing the previous separate functions of Planning and Building Inspection.

To deal with the problems of tax base development and the possible loss of existing local industry a hasty and successful effort was made to develop an industrial park on the Knox Marsh Road under the auspices of the Dover Industrial Development Authority. All parcels were sold by year end with promised development of new industrial facilities for Eastern Air Devices, Inc., Estes Industrial Machine, Inc., GFS Company, and Jotko Enterprises, Inc. In addition to retaining many valuable jobs and providing for additional expansion of these industries, the tax base development afforded by this industrial park has helped to reduce future tax increases by 20%.

Becoming familiar with the City's operating procedures, boards and commission appointments, the \$9,000,000 Cocheco Separation Project, design contracts for a Secondary Sewage Treatment Plant, the development of a new personnel policy, the negotiations of new contracts with AFSCME Local 572 of the Public Works and Parks and Recreation Departments and Local 1312 of the International Association of Firefighters and conclusion of negotiations with both groups and the Dover Police Association all proved major assignments in the first year of my administration as the City Manager of Dover.

PUBLIC WORKS



Pierre R. Bouchard
Director

The Public Works Department had a productive year. Many projects, however, were not able to be completed due to many of the demands placed upon the Department by the Pollution Abatement Project. Numerous water breaks, conferences regarding progress of the work, repairs to drains, and many other tasks relating to the project which could not be scheduled diverted a significant number of man hours from the performance of normal departmental work.

The Public Works Department is comprised of six divisions which are: Cemetery, Mill Heating, Public Works, Sewer and Sewage Treatment, Engineering, and Water.

Division review is as follows:

Cemetery Division

Entombments	33
Interments	96
Foundations	85
Sale of Lots	36 lots = 70 graves

Mr. Lloyd Perkins was named as a Trustee of the Cemetery Committee to replace Mr. Harry Griffin.

The following was accomplished: chapel walls and floor were painted - a new furnace for the barn and office was installed - three new mowers were purchased - four outdoor lights were installed - the new flag pole for the Veterans' Circle was installed in August and the walk was paved in November.

Mill Heating Division

Both boilers in the Mill Heating Plant were automated in 1976, minimizing the labor force. Clarostat Manufacturing Company discontinued the use of steam from the plant. We serve Miller Shoe, Tiara Shoe, Warren's Sleepland and Dover Federated Associates now.

Water Division

The Water Division worked extensively in the Pollution Abatement areas on breaks on mains and services. They also started the installation of a 12" water main on Broadway (from Central Avenue to approximately fifty feet beyond Ham Street). Camp, Dresser & McKee conducted tests in search of test well in the Hoppers area.

Report of Gallons Pumped - 1976

Griffin Well	103,379,600
Calderwood Well	312,580,200
Cummins Well	269,842,000
Ireland Well	192,617,500
Lowell Avenue Pumping Station	189,363,620
Total	1,067,782,920

Water from the Cummins Well is pumped through the Lowell Avenue Pumping Station.

Engineering Division

The Engineering Division, augmented by college work study students from the University of New Hampshire, was actively involved in many varied projects. While the Engineering Division is part of the Public Works Department the Division workload involves projects in almost all the various City Departments. Some examples would be: Planning - Third Street Parking Lot; Parks and Recreation - shuffleboard courts; School Department - drain separation; DIDA - Progress Drive; Highway Department - guard rails on Durham Road and Watson Road Bridge; Pollution Abatement Project - help with problem areas.

The Engineering Division also had an active role in the design of the Southside Sewer, Secondary Treatment Plant and Upper Washington Street Bridge projects.

In addition to these expansion/improvement projects, we continued with the traditional responsibilities of enforcing construction, driveway and sewer inspections of old and new sewer/drain lines.

Sewer and Sewage Treatment Plant

During the year of 1976, our operating and maintenance cost of the centrifuges dropped. This was due to the Tannery changing to the blue hide process in August of 1975 and their shut down in July of 1976. During an inspection of the centrifuges in July we found some sign of wear, and they will both need to be refaced in 1977.

Raw Sewage Received at Plant:

Domestic (12 months)	417,149,000 gallons
Tannery (Jan. thru July)	55,930,900 gallons
Average Daily Flow	1,297,077 gallons

With the tie-ins of some of the north side sewers, our flow increased about 500,000 gpd, with peak flows up to 6.0 mgd. This caused some problems during wet weather with flooding of the influent channel, and abnormal amounts of grit.

Public Works Division

Along with the routine work of street cleaning and sweeping, snow removal, refuse collection, catch basin cleaning and general maintenance, the Public Works Division accomplished the following: sealed streets and roads with stone chip; resurfaced roads; took care of drainage problems; tree removal program; renovated the Watson Road Bridge; repaired guard rails around the City; installed new catch basins in the Pollution Abatement Project.

Public Works received no new equipment due to a Capital Budget cut. The City Garage maintained our equipment with very little down time.



CITY ATTORNEY

The office of a full-time City Attorney was established in January, 1976. A secretary was engaged on a half-time basis. The usual problems of setting up an office were encountered. Several departments offered items of furniture, a typewriter was leased and bookshelves were built by the Public Works Department. There were a few law books available, which were updated and a few books were purchased to give the office a minimal law library. The assignment of revising the City Ordinances was given to this office. The office also provided support to the Charter Commission. The City Attorney represented the City in several matters before boards, commissions, and the courts. The office has been available to all departments for legal advice and suggestions. The office assisted the Dover Industrial Development Authority in the several legal matters associated with the establishment of the Knox Marsh Industrial Park. Assistance has been given in connection with several projects financed with federal counsel to the several departments of city government and to the City Council at an early state in order to avoid later complications and litigation.

FIRE DEPARTMENT

The year 1976 was a period of many changes within the Fire Department. Total calls for the year were 932 for a new all-time record for calls in a single year and an increase of twenty percent over 1975.

There were 126 bell alarms, 3 multiple alarms, and 14 station calls answered by the entire department. The balance of 789 calls, including 156 structural still alarms were handled by the permanent men on duty.

The breakdown of calls showed 189 building fires, 76 motor vehicle fires, 88 smoke investigations, 169 outside fires, 23 auto accidents, 218 calls for public assistance, 59 calls for extreme fire hazards, 22 mutual aid calls to other communities, 33 malicious false alarms and bomb scares, and 55 trouble and accidental alarms from master boxes. This department requested mutual aid on 25 occasions.

1976 was the first full year of operation of the structural still alarm response. Under this plan, two engine companies and one ladder company are dispatched on all calls for fires involving structures. One engine company is the attack unit, the second engine company is the water supply unit and the ladder company performs rescue, ventilation, salvage, and overhaul. This concept has worked very well in placing more manpower and apparatus at the scene of a structural fire for a much improved initial attack over the old system of a single engine company being dispatched on most structural calls.

New duties and responsibilities in the area of housing inspections and hydrant maintenance were assigned to the department during the year, despite the cutback in two firefighters positions and the smallest appropriation for equipment in more than 15 years because of budget cuts. These combined factors put a severe strain on the department's initial response capability and this continues to be a matter of great concern as the first few minutes are the most critical in any emergency involving fire.

Five veteran members of the department with a combined total service of 128 years left the department on service retirements and one member was retired on disability. Retiring were Assistant Chief Maurice Richard, Deputy Chief Frederick A. Pinkham, Captains Raymond McKenney and Raymond Cole and Firefighters Robert Carroll and Robert Baker.

A competitive examination process for promotions within the department and for selection of new firefighters was established using the N. H. Fire Service Training Agency and the N. H. Department of Personnel. Promoted to Deputy Chief were Captain Ovid G. Taylor and Captain Roger J. Taylor. Promoted to Captain and Inspector was Firefighter Richard Hughes. At year's end, promotional exams were in progress to fill a number of other officer positions.

New equipment purchased during the year included hose, nozzles and fittings and a motion picture projector for the training division. In order to mount a better initial fire attack, a number of modifications were made to Engine #2 as part of a badly needed overhaul of the body. In addition to replacement of the hose body and compartments, a preconnected 2½ inch attack line was added and a 500 gallon per minute deluge set was connected directly to the pump. Line gauges, remote radio communications and controls for the new lines were added to the pump panel. The single ¾ inch booster reel was replaced with twin one inch units. Repairs and repainting were also completed to portions of the cab. Engine #1 required a complete engine overhaul and scheduled maintenance was

completed on all apparatus. Much increased activity in the department combined with aging apparatus has caused rapidly rising costs in vehicle and apparatus operation.

Training and inspections were carried out as much as possible along with housing inspections and hydrant maintenance. The annual observance of Fire Prevention Week was held with "Smokey the Bear" from the N. H. Forestry Department assisted with the elementary school program. Most inspections and training were conducted on an "in-service" basis to keep crews available for response to emergencies.

TAX COLLECTION

COMPARISON OF COLLECTIONS

	<u>1975</u>	<u>1976</u>	<u>DIFFERENCE</u>
Total Received	\$6,412,285.45	\$7,233,268.87	+ \$810,983.42
Property Tax Current	964,873.30	5,467,428.36	+ 402,555.06
Property Tax Prior	851,272.55	959,225.36	+ 107,952.81
Interest	730.19	2,979.73	+ 2,249.54
Property Tax Prior Interest	34,972.34	36,192.82	+ 1,220.48
Resident Tax Current	75,370.00	90,389.00	+ 15,019.00
Resident Tax Prior	32,480.00	34,949.00	+ 2,469.00
Resident Tax Penalties	3,490.00	3,740.50	+ 250.50
Motor Vehicles	225,005.34	364,637.94	+ 109,632.60
Bank Stock	5,420.35	4,550.60	- 869.75
Yield Tax	685.41	537.12	- 148.29
REDEMPTIONS		-	
Year of Levy 1975		169,139.75	+ 169,139.75
1974	57,902.81	131,204.05	+ 73,301.24
1973	88,069.31	29,645.93	- 58,423.38
1972	24,494.97	1,227.04	- 23,267.93
Cost & Interest Before Sale	786.92	2,091.00	+ 304.08
Interest After Sale	15,519.01	25,420.18	+ 9,901.17
Costs & Fees	208.50	544.43	+ 335.93
Shortage/Overage	+ 4.85	- 771.44	- 766.59
Notary Fee		37.50	+ 37.50
Food Stamps	12,034.75	4,907.50	- 7,127.25

COMPARISON OF METER COLLECTIONS

	<u>1975</u>	<u>1976</u>	<u>DIFFERENCE</u>
Total Received	416,767.39	408,405.02	- 8,362.37
Meter Rates	388,916.40	364,091.68	- 24,824.72
Maintenance	27,153.69	42,564.91	+ 15,411.30
Liens	697.30	1,748.43	+ 1,051.13
	<u>\$416,767.39</u>	<u>\$408,405.02</u>	<u>- \$16,724.66</u>
Sewer Users Fee	---	12,130.05	12,130.05

SUPERINTENDENT OF SCHOOLS

The Dover School Department is responsible for maintaining eight school buildings, a storage building, a greenhouse, and athletic facilities for a total replacement value of \$14,005,614.00. School enrollment figures on opening day over the past five years are as follows:

	1972	1973	1974	1975	1976
Dover High School	<u>1557</u>	<u>1677</u>	<u>1707</u>	<u>1704</u>	<u>1825</u>
Dover Junior High School	732	752	728	684	687
Garrison School	585	589	566	530	531
Horne St. School	504	500	480	461	454
Pierce School	81	67	72	50	70
Sawyer School	170	185	184	190	170
Woodman Park School	<u>765</u>	<u>785</u>	<u>727</u>	<u>648</u>	<u>693</u>
TOTALS	4463	4555	4464	4267	4430

The City of Dover School system offered a variety of services to improve quality community education. The Adult Education Program, co-sponsored by the State Department of Education, is in its twenty-eighth consecutive year. Child Benefit services are provided according to State Department of Education guidelines to combine state and local monies for students in non-public schools. The Dover School Department also delivers various health services to students grades 1 through 8 which included audio/visual and tuberculin tests as well as inoculations for measles, rubella and swine flu.

Dover's Special Education Programs are directed by School Psychologist, Dr. Donna Bolian. There are four self-contained special classes, one at Garrison, two at Woodman Park, and one at the Junior High School. Dover also has a State funded Orthopedic Program at the Garrison School, serving students from the surrounding area. Through the Special Education Placement Team, special students whose needs cannot be met within our own system are placed in programs in other school systems or in specialized institutions such as the Great Bay School and Training Center, the Rochester Child Development Center and the Portsmouth Rehabilitation Center.

During this school year, Dover has received federal funds to implement a number of new education programs. These projects include approximately \$123,714.48 received under Title I for services to preschool children through Project CHILD (Compensatory Help in Learning Development), and others; the purchase of library media and equipment through Title IV ESEA; \$85,581.00 received for salaries and equipment to operate regular vocational education programs; and, \$18,826.00 awarded through SAFA, Low Rent Housing School Assistance in Federally Affected Areas, for the extension of STP Power Core and Project CHILD summer programs.

For the fourteenth year, Dover offered a Summer School Program which this year employed thirteen teachers to meet the needs of 256 students who had difficulty in various subject areas during the academic year. Personal Typing and Driver Education were also offered.

The Dover School Committee has had a very busy year, with twelve regular meetings, 25 executive sessions, 16 special meetings, and 6 committee of the whole meetings, along with hours of negotiations with the Dover Teacher's Association. There were also two regular meetings of the Joint Building Committee for renovation of the Dover Junior High School. I extend my personal thanks to the community and School Committee for their efforts and time spent in many meetings - always striving to improve the City's educational system.

YOUTH RESOURCES

During the 1976 Fiscal Year the Youth Resource Department continued to offer a variety of programs and services for local youths. Among these included the Youth Job Bank (youths registered as being available to work odd jobs, as requested by community residents), information and referral services, SPEDY (federally funded summer youth employment), Crisis Home Program (emergency housing), Diversion Program, counseling, and sponsorship of a "Youth in Government Day" for the High School students. The following statistics give approximate numbers of local youths served in these programs:

SPEDY	- 85
Crisis Home	- 13
Youth Job Bank	- 247
P.A.F.B. Summer Camp	- 12
Diversion Program	- 13
Community Work Request	- 58

The office saw an increasing number of youths and received more referrals from other local agencies, indicating the heightened community awareness of the services and programs.

The office itself underwent several changes during the year. The location moved from Orchard Street to Dover Jr. High, for the summer, and then into some limited space on the second floor of the City Hall in September. The coordinator, Mr. Greg Butterfield, left at the end of August to take a position as guidance counselor at Dover High School. The position remained unfilled until Kathy Kelley was hired at the beginning of December. It was unfortunate to have this three month lapse in the operation of the office, as it resulted in gaps in the various programs contacts and services. However, the "renewed" contacts with referral agencies, programatic reviews and orientation to the community were top priorities for the new coordinator and by the end of the Fiscal Year 1976, the office was once again in operation. I wish to thank, at this time, all those people who helped to make this such a smooth transition for the Youth Resource Office and myself as coordinator.

Another change has been in the funding aspect of this office. Three years ago the Youth Resource Office began with a grant by the Governor's Commission on Crime and Delinquency. This grant period ended as of November 6, 1976 and the City of Dover made the decision to fund the office in its entirety as of Fiscal Year 1977. Through full sponsorship, the Youth Resource Coordinator is more directly accountable to the City and a wider channel of communication and cooperation with the City Manager, Council and other departments can be established.

In coordination with the existing departmental goals and noted deficiencies over the past year, objectives for 1977 will include; (1) an increased emphasis on youth employment counseling/placement/follow-up, both in the public and private sectors, (2) finalize plans for the Dover Group Home - long term residential program for local adolescents, and (3) securement of additional office space and personnel (volunteers, U.N.H. students, and RSETC) to aid in the effective development of existing and future programs. These efforts will help in making the Youth Resource Office, its services and programs, more visible and accessible to the community and youths in Dover.

We hope to see more of the community in the coming year, and hope that youths, community agencies, parents, Dover residents, etc. will drop by to see what services and programs we have to offer.

PARKS & RECREATION

Dover's Bicentennial year was both exciting and rewarding as many new programs and activities were started for people of all ages. Camp Sun 'N Fun was enjoyed by over two hundred boys and girls ages six through eleven. The campers found Bellamy Park to be the perfect spot for many fun activities such as nature walks, fishing, archery, cook-outs, sports, games and relaxation. During the winter months Bellamy Park became Dover's first public cross-country ski area complete with scenic trails along the river and through pine forested woods.

Many other new activities became successful from square dancing, aqua exercise, swimming for the handicapped, girls volleyball, and cribbage to badminton and baton. As always, the most popular of the Butterfield Gym activities was basketball, with over four hundred participants. Between sixty and seventy thousand people used the Butterfield Gym, not including spectator participation at special events such as tournaments.

Guppy Park Pool, in its first full summer of operation was used by almost twenty-one thousand people. The Dover Bluefin swim team enjoyed practicing and competing in this fifty meter pool. Over one thousand people, ages three months through senior adults, enrolled in Red Cross and other special swim programs. Additionally, the Summer Learn-to-Swim Program had five hundred forty participants. Subsidized by the United Way, the cost was only one dollar for twelve lessons. Other indoor pool programs included all levels of swim instruction boosting pool attendance to approximately seventy-eight thousand.

Groundbreaking for the Ice and Tennis Arena highlighted improvements to existing parks and facilities. New park equipment was installed at Garrison, Horne, and Woodman Park Schools. The Garrison School tennis courts were constructed except for final surface coating which will occur the following spring. Butterfield Gym refurbishment included complete refinishing of the gym floor, interior and exterior painting throughout, and renovation of the control center area. Thanks to a generous Pepsi-Cola donation, a new exercise room, complete with Universal weight machine, was set up off the gym. Basically, the entire Recreation Center complex underwent some cosmetic changes to give it a fresh clean look.

The Parks and Recreation Advisory Board was expanded from three to seven members, one selected from each ward and one at-large member. This change was effected to help obtain citizen involvement and input from all sections of Dover. The Board members dealt with major issues such as users fees and served to recommend and approve new programs. The establishment and standardization of reasonable user fees together with new program tripled revenue from approximately \$12,000 in 1975 to \$36,000 in 1976.



One of the greatest assets in Dover are people who volunteer their time to help others. Because of these volunteers, several thousand people, especially youngsters, are provided the opportunity to grow through participation in worthwhile recreational activities. A sincere thank you is extended to everyone who served in Community Recreation Organizations, with special thanks to team sponsors whose financial support greatly contributed to their success.

CITY CLERK

The City Clerk's Office was a busy place for the year 1976. Vital statistics, records of the City Council, special meetings and public hearings kept the staff busy. The issuing of certificates of birth, death, and marriages as well as other legal documents involves considerable time and effort. Commercial code filing statements have fallen off but other requirements for vital statistics for public use have taken up the slack.

Elections were another of the important functions of the City Clerk's Office in 1976. More filings to additions to the checklist, plus increases in the "Absentee Ballot Load" all made for important record keeping to comply with state and federal election laws.

Work load of the Council increased as listed below:

	<u>1976</u>	<u>1975</u>	<u>1974</u>	<u>1973</u>
Regular Meetings	22	21	23	25
Special Meetings	9	19	17	9
Public Hearings	30	17	23	22
Executive Sessions	5			
Committee of the Whole and others	60	60	62	51

Births, Deaths, and Marriages from the years 1972 to 1976 are listed as follows:

	<u>1976</u>	<u>1975</u>	<u>1974</u>	<u>1973</u>	<u>1972</u>
Births	626	536	672	576	602
Deaths	301	241	331	294	280
Marriages	222	177	230	268	225

Purchasing procedures were expanded. Details and bidding requirements, together with economic pressures, made the Purchasing Division part of the City Clerk's Office a more detailed operation. The Purchasing Department, with the assistance of Department Heads and Legal Council, helped protect the City's interest as to price, quality, auction sales of used police cruisers and other materials which made for very successful use of the Purchasing Department in 1976.

LIBRARY



Donald K. Mullen,
Director

In 1976, the staff of the Dover Public Library continued efforts to bring more and better services to the people of Dover. The Library was actively involved in informational Cable TV programs, taking part in the "Dover a City" mini-series and sponsoring an eight part "Community Forum" series. Our outreach efforts were expanded when we began weekly visits to Waldron Towers, providing books for the many elderly people who live or take their meals there. To increase our ability to act as an information center we began indexing Foster's "Daily Democrat" for local names and events, in a project that will become increasingly more valuable and useful with the passing years.

Statistics show that the public is making even greater use of the Library and resources. Total circulation of books and other materials in 1976 reached 142,534 items, which represents an increase of 13,074 items over 1975, or a 10% jump, and an increase over 30% if we look back five years to 1971. When we re-registered adult borrowers this year, 1074 people were registered in the first two weeks, while only 624 were registered in the same amount of time during the last re-registration in 1970.

Services to children took a great leap forward in 1976. An area of the Children's Room was carpeted, and a cozy "Kid's Place" was created for the busy schedule of activities. The summer program of doing and reading attracted more children than ever before, and was followed by an expanded story hour schedule in the fall that was equally popular with the children and their parents.

That fact of increased demand for library service is gratifying to the Library Staff, but becomes a problem when matched against the shrinking buying power of the dollar. Another real problem is the organization and control of library material in a building that was built more than seventy years ago to meet 19th Century demands. It is our hope in the coming year to make the best use of the resources available to us and to bring the library collection under better control through a rigorous examination of materials and procedures. Finally, we will continue our efforts to gather and make available to the public the kinds of information that are useful and necessary in the daily lives of us all, so that in the future the word "library" will become synonymous with "information".

PLANNING

During the year 1976, the following were members of the Dover Planning Board: Chairman Frank Estes, Vice-Chairman Paul Hale, Clerk Lois Schofield Douglas Gray, Laurence Keenan, Pierre Bouchard, Sherman Laughton, Ernest Carrier, Wallace Ackerman, Paul Boucher, and Jared Clark.

The office staff consisted of Planning Director Christopher Sheridan, J.T. Fey replaced William Schoonmaker as Assistant Planning Director, Secretary Carolyn Marcotte, Planning Technician Jeanne Kennedy, and Work Study Student James Hurley.

In 1976, the Dover Planning Board held 14 Public Hearings, processed 16 limited subdivision, and initiated 4 amendments to the Zoning Ordinance.

Major Planning Board Staff work items centered around the continued administration and implementation of Dover's Community Development (CD) Program. The office successfully applied for and received \$878,000 in CD funds for Dover's Second Year CD Program. This program, developed in conjunction with Dover's Citizens Advisory Committee, included the following major projects:

- construction of First St. and Orchard St. Park and Parking Lots
- tree planting in the Downtown Area
- curb and sidewalk improvements in the Downtown Area
- storm drain improvements in conjunction with the Pollution Abatement Project
- feasibility study for new city well
- development of the Longhill Memorial Park
- play equipment for Pierce School
- schuffleboard courts in Henry Law Park
- development of Park St. mini-park
- development of ballfields behind the City Barn.

The Planning Board Office also was successful in applying for and receiving \$1,200,000 in Urgent Needs Funds to be used for completing the Urban Renewal Project.

Since 1975, the Planning Office has brought over \$3,000,000 in Federal Funds for community betterment and development projects into Dover. These funds have enabled the City to undertake and complete many desirable improvements to its physical facilities which would otherwise not have been possible. Among the most noteworthy of these projects which, when completed, will provide major long-term benefits to the citizenry are a 25-acre industrial park on Knox Marsh Road; the conclusion of the Downtown Urban Renewal Program; and the significant expansion of Dover's recreational facilities.

Christopher F. Sheridan,
Director



DOVER INDUSTRIAL DEVELOPMENT AUTHORITY

Studies and planning extending over several years were culminated in 1976 with the approval of plans for a new small industrial park, and the purchase of a 24-acre site, Berman land (so called), on the Knox Marsh Road, using a \$125,000 Community Development Fund allocation to assist in the project development.

During the latter part of the year, ground was broken for three buildings which will be occupied by Eastern Air Devices, Estes Machine Co., and GFS Manufacturing Co. in the new industrial park.

A sizeable number of inquiries concerning land as well as available buildings were pursued during 1976. The Authority recommended the hiring of a full-time economic director in its budget request for 1977, because of the increasing importance for Dover to adequately manage its economic base.



POLICE

During the year 1976, the Dover Police Department answered 15,326 calls for service, representing more than an 11% increase over last year's total of 13,715 calls and nearly a 100% increase over 1972, in which the department received only 8,000 calls. The increased demands have been met to the best of our ability without a corresponding increase in manpower. In addition to responding to direct complaints or calls for assistance, police hours are devoted to follow-up investigations, record keeping, traffic control, neighborhood patrols, after-hours security for businesses, disabled motorists, dog control, and ambulance services. In addition to these routine duties, special assignments, such as the 488 hours spent in 1976 assisting the U.S. Secret Service in protecting 1976 Presidential candidates, involves additional coverage.

In a move toward increased efficiency, procedures for posting and filing police reports were re-evaluated and then up-dated to comply with federal guidelines and to facilitate the transfer of data into the State of New Hampshire Uniform Crime Reporting System. The new procedures were designed with the foresight to accommodate a transfer to a computer record-keeping system which is projected for 1977.

Three officers retired in 1976 after dedicated service to the community, representing a combined total of over ninety years; Captain Paul Proulx, Lt. Anthony George, and Lt. Frank Redden.

As part of an on-going program to improve the quality of services provided to the community, officers were encouraged to participate throughout the year in a variety of in-service training programs, as well as seminars, workshops, and conferences throughout the state. Many members of the department were also pursuing higher educational goals at St. Anselms College which has a branch at Dover High School, and Golder Gate University hosted at Pease Air Force Base.

Public relations continues to be a primary emphasis of the department. Police officials are available to any community group throughout the year to give talks, demonstrations, and department tours. Programs this past year focused on such areas as narcotics, the police role in the community, criminal investigation, volunteer probation, and motor vehicle laws.

Community involvement and cooperation in delivering services has proven valuable to the department as well as the community for both more effective crime prevention and for providing increased service. For example, the Volunteer Ambulance Corps, standing by for a total of 2,445 hours, was responsible for answering 158 out of the 533 calls received by the Police Ambulance Service in 1976. A recruitment drive is being planned for 1977 to increase hours of coverage. In the area of crime prevention, the department relies on citizens of the community to actively participate in campaigns conducted to combat crime. In December, the Auto-Theft Prevention campaign was directed to combat a high incidence of auto-theft in the Dover area, by making residents aware of the necessity to lock cars and to remove valuables from vehicles.

In 1977, existing programs will continue to be monitored to assess their effectiveness and new programs will be instituted to meet the City's problems as the need arises.

BUILDING INSPECTOR

An analysis of the building activity in the City of Dover established the following information:

<u>MONTH</u>	<u>NO. PERMITS</u>	<u>ESTIMATED COST</u>	<u>FEES</u>
January	9	\$ 31,950	\$ 86.00
February	10	49,100	126.00
March	25	289,975	595.50
April	41	814,890	1,426.00
May	24	124,400	310.00
June	39	291,705	676.00
July	41	246,992	596.00
August	44	590,685	1,186.00
September	20	144,190	340.00
October	36	2,091,100	1,965.50
November	11	390,600	685.00
December	10	122,900	280.00
	310	4,188,487	8,262.00

Total estimated cost for the year: 1975 - \$3,921,352. Number of permits 271. Fees - \$5,742.00

Electrical Fees 1975 - \$300.40

Electrical Fees 1976 - \$599.95

ASSESSOR

ASSESSMENTS

Property Assessments	\$ 105,337,780
Boats	30,100
Trailers	586,950
School Tax	534,910
Total Assessment	106,489,740
Elderly and Blind Exemptions	633,570
Total Net Taxable	105,856,170

TAX

Real Estate	6,423,856.58
Boats	1,848.14
Trailers	34,060.99
School Tax	19,358.40
Bank Stock	5,425.55
Gross Tax Due	6,484,549.66
Veterans War Credits	102,300.00
Net Tax Due	6,382,249.66





HEALTH

The Health Department consists of two part-time officers, Health Officer Beatrice M. Fogg, and Plumbing Officer James McCoole.

In 1976, milk licensing was curtailed and Mobile Home Parks licensing was transferred to the Building Inspector. The complaints received have a wide range, from an overflowing septic tank in a neighbor's yard, uncontrolled rodents and roaches in apartments, the possibility of rabies in bats, dogs, and cats, to industrial air pollution and contaminated private water supplies. Many times answers are not available locally so State Offices in Concord are consulted until a proper solution is obtained. Some complaints are taken care of in hours, while others may take days and even months before the matters are resolved. Stamping and information concerning Overseas Vaccination Certificates, private liquor sale permits, Dover Sewer Treatment Plant permits are all processed in the Health Department. Reports of all communicable disease in Dover, as received from doctors, are submitted to Concord.

The following statistics will help you understand better some of the duties of both Health and Plumbing Inspectors:

<u>Health Inspector</u>		<u>Plumbing Inspector</u>
Complaints	128	62
Inspections	58	210
Inspections for Welfare	32	
Average hours daily	3+	2+
Miles per year	2343	3000

WELFARE

During the year, seventy-three families were assisted. This included two-hundred and fifty-five persons. There were sixty-two single persons that received aid from this office. One adult was placed for board and care. Sixteen minors received aid for board and care. Eight persons were assisted with medical needs only. Aid was granted for one burial. All of the above were District Relief expenditures.

The Old Age Assistance expenditures represent the amount paid as the City of Dover's share for that account.

CIVIL DEFENSE

I. GENERAL

1. Surplus property acquired through the year for all departments.
2. Dover CP Program for 1976-77 were submitted on August 9 and approved by Regional Hq. on September 30.
3. A special session was held at the Rochester Fire Department on May 6. Gil Dolloff attended and topics were studied by Mr. Wesley Williams, Deputy Director, State Hq.
4. The CP Extension Program at UNH closed operations in October - this part of our overall planning will be greatly missed.
5. Mr. Laverne Rathbun, from the National CP Hq., inspected our facilities on August 17 and was pleased with our effort.
6. A special helicopter rescue course was held at Concord Airport on October 30 & 31.

II. WARNING

1. NAWAS Warning tests continued through 1976 by the State Warning Officer, Mr. Michael Cowan at Concord CD Hq. The Dover Police Department reported for our Primary Entry Point and Gil Dolloff reported for our Secondary Entry Point, located in our E.O.C.
2. The E.B.S. Unit in our E.O.C. was checked by the engineer of WTSN.
3. A "Checkerboard Profile I" test was held on April 6. Calls were relayed by the Dover Police Department.

III. RADEF

1. All RAMONT units were checked and repaired by the (TACRAD) group with Tom and Pat Dolloff painting new boxes for these.
2. Participated in RAMONT Class given by Mr. Dave Hayden, State hq. on May 20. Members of Rochester CAP also attended. Graduation day was held on June 10 for 27 members.
3. Our Radiological Officer, Mr. Russell Newell, Jr., and members of the RAMONT group and CB group monitored this area for any fallout from the Chinese test of September 26. This showed no serious results.
4. Similar results from another test by the Chinese on November 12.

IV. SHELTERS

1. Shelter supplies will be discontinued in 1977 and no replacements are planned by National Hq.

V. MOBILE RADIO GROUP (CB)

1. New officers as of April 22 as follows:
C.B. Radio Officer - Mr. Frank Laciano
Ass't C.B. Radio Officer - Mr. Milt Stillberger
2. Participated in Fourth of July Parade and activities.
3. Participated in RADEF Class May 20 through June 10.
4. Stood by on alert for Hurricane Belle, August 9 and 10.
5. The annual cook-out was held on September 12 at Bellamy Park.
6. On August 12 helped with emergency lighting for an oil spill.

RESIDENT ENGINEERING

Installation of sewers under the Cocheco Separation Project, begun in March, 1975 under a Federal mandate to eliminate all untreated sewage from the Cocheco River, continued through 1976. The concept is to collect or intercept all sanitary sewage and conduct it to the Wastewater Treatment Plant for treatment before discharge into the river. The existing combined sewers will continue to serve as drains.

At the end of 1976, the project was 83% complete with 23.7 miles of pipe installed for collectors, interceptors, and building services, leaving about 5 miles to complete. Costs incurred for field construction as of December 31, 1976, amount to \$4.6 million, of which the City has received \$3.4 million. The State's share is estimated at \$1.2 million which will be received in annual interest bearing installments over the 20 year life of the City's bond issue financing the project.

The contract work included switchover of existing building services from the old to the new sewers. It became apparent that up to 400 such services would require work on private property to make the switchover. Reasons might be unfavorable elevations at the property line, or sometimes, the existing service goes out the back of the building while the new sewer is in the street in front. The City recognized that it would work a hardship if the property owner had to bear the entire cost as is normally required, and set up a cost-sharing formula whereby the City bears some of the cost (Resolution 5-D (1), meeting 8-18-76). (Note - since the existing contracts exclude work on private property, a special task force was subsequently established to connect these problem services under the direction of the City Engineer. This will result in economy because local contractors can perform the work and Federal wage rates are not required).

As the field installation progressed, we identified 14 areas where additional sewers not now included in the contract, are necessary to achieve separation. This matter is being submitted to the City Council, and then to the New Hampshire Water Supply and Pollution Control Commission and the Environmental Protection Agency for approval on a cost-participated basis.

The 1977 goal is to complete the field work presently under contract and close out the contracts.

ACCOUNTANT'S OPINION

June 3, 1977

To the City Council, Mayor, and City Manager
City of Dover
New Hampshire 03820

Dear City Council, Mayor, and City Manager:

We have examined the Financial Statements of the various funds of the City of Dover, New Hampshire for the year ended December 31, 1976. Our examination was made in accordance with generally accepted auditing standards and accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned Financial Statements present fairly the financial position of such funds of the City of Dover, New Hampshire at December 31, 1976 and the results of operations of such funds and changes in financial position of the Water Fund, for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

Respectfully submitted,

David L. Connors
Certified Public Accountant
JOHN E. RICH AND COMPANY
Accountants and Auditors

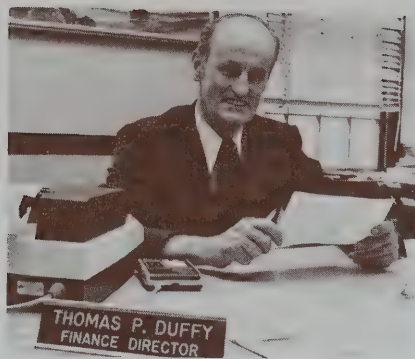
FINANCIAL STATEMENTS

CITY OF DOVER, NEW HAMPSHIRE AS AT DECEMBER 31, 1976

Assets	General Fund	Capital Projects Bond Funds
Cash and Temporary Investments	\$ 704,171	\$ 918,527
Accounts Receivable	757,831	1,041,943
Taxes Receivable	1,212,053	
Inventories		
Investments		
Bond Anticipation Notes		
Amount Required to be Raised in the Future for Retirement of Debt		
Due from Other Funds	65,000	7,265
Property, Buildings and Equipment		
Prepaid Expenses	190,618	
TOTAL ASSETS	<u>\$2,929,673</u>	<u>\$1,967,735</u>

Liabilities, Contributions, Fund Balances and Retained Earnings

Liabilities:		
Accounts Payable	\$ 966,927	\$ 26,914
Notes Payable	1,000,000	800,000
Due Other Funds	451,036	
Advance for Maturing Hospital Bond	228,806	
Bond Anticipation Notes Payable		
Bonds Payable		
Total Liabilities	<u>2,646,769</u>	<u>826,914</u>
Contributions:		
Municipality's Contribution		
Fund Balances/Retained Earnings:		
Fund Balances	282,904	1,140,821
Retained Earnings		
Total Fund Balances/Retained Earnings	<u>282,904</u>	<u>1,140,821</u>
TOTAL LIABILITIES, CONTRIBUTIONS, FUND BALANCES AND RETAINED EARNINGS	<u>\$2,929,673</u>	<u>\$1,967,735</u>



Water Fund	Special Revenue Funds	Cemetery Fund	Mill Heating Plant Fund	Trust Fund	Long Term Debt
\$ 15,079	\$ 6,337	\$	\$	\$ 1,826	\$
190,687	972,708	2,025	22,782		
26,720				480,719	975,000
					11,394,000
10,000	537,688	317			
2,491,615					
47,929					
<u>\$2,782,030</u>	<u>\$1,516,733</u>	<u>\$ 2,342</u>	<u>\$ 22,782</u>	<u>\$ 482,545</u>	<u>\$12,369,000</u>

\$ 65,663	\$ 232,003	\$ 2,342	\$ 15,932	\$	\$
65,000	10,000		913		
					975,000
550,000					11,394,000
<u>680,663</u>	<u>242,003</u>	<u>2,342</u>	<u>16,845</u>		<u>12,369,000</u>
479,965					
	1,274,730		5,937	437,941	
1,621,402				44,604	
<u>1,621,402</u>	<u>1,274,730</u>		<u>5,937</u>	<u>482,545</u>	
<u>\$2,782,030</u>	<u>\$1,516,733</u>	<u>\$ 2,342</u>	<u>\$ 22,782</u>	<u>\$ 482,545</u>	<u>\$12,369,000</u>

GENERAL FUND
STATEMENT OF CHANGES IN FUND BALANCE

Balance, January 1, 1976		\$153,936
<u>Prior Year Adjustments</u>		
Reduction of 1975 Accounts Payable	\$ 10,253	
Reduction of 1975 Accounts Receivable	(37,332)	
Uncollectible 1975 School Receivable	<u>(3,503)</u>	
Total Prior Year Adjustments		<u>(30,582)</u>
		123,354
Less:		
1975 Surplus Used to Reduce 1976 Tax Rate	61,000	
Balance on Industrial Development Close Out	<u>3,955</u>	
Total		<u>64,955</u>
		58,399
<u>Results of 1976 Operations</u>		
<u>School Department</u>		
Excess of Estimated over Actual Revenues -		
Exhibit D	(17,296)	
Excess of Estimated over Actual Expenditures -		
Exhibit E	<u>31,594</u>	
Total		14,298
<u>Cemetery Department</u>		
Excess of Revenue over Expenditures - Exhibit F		5,032
<u>Other City Departments</u>		
Excess of Actual over Estimated Revenues -		
Exhibit B	28,755	
Excess of Estimated over Actual Expenditures -		
Exhibit C	<u>176,420</u>	
Total		<u>205,175</u>
Balance, December 31, 1976 - Exhibit A		<u>\$282,904</u>

GENERAL FUND
STATEMENT OF REVENUES

	Budget Estimate	Actual	Actual Over (Under) Estimate
<u>City Clerk</u>			
Dog Licenses	\$ 3,800	\$ 3,938	\$ 138
Other Licenses	725	1,162	437
Recording Fees and Certificates	5,200	6,256	1,056
	<u>9,725</u>	<u>11,356</u>	<u>1,631</u>
<u>Finance Department</u>			
Payments from State for Debt Retirement	372,604	372,604	-
Payments from Abutter for Debt Retirement	5,100	5,100	-
Additional Other Revenue	2,000	3,549	1,549
Sale of City Property	200	1,135	935
Received from Hospital for Debt Retirement	174,029	174,029	-
Interest and Dividends Tax	83,972	83,973	1
Rooms and Meals Tax	151,275	155,238	3,963
Savings Bank Tax	46,690	46,690	-
New Hampshire Gas Tax	88,380	88,380	-
Net Receipts from District Court	60,000	62,540	2,540
	<u>984,250</u>	<u>993,238</u>	<u>8,988</u>
<u>Collector</u>			
Interest on Taxes	45,000	39,163	(5,837)
Resident Taxes	110,000	106,674	(3,326)
Motor Vehicle Permits	266,000	363,867	97,867
Payment in Lieu of Taxes	7,499	8,116	617
Costs, Fees, Added Income and Expense	13,000	26,603	13,603
	<u>441,499</u>	<u>544,423</u>	<u>102,924</u>
<u>Building Inspector</u>			
Building and Electrical Permits	7,819	8,928	1,109
<u>Plumbing Inspector</u>	<u>875</u>	<u>1,276</u>	<u>401</u>
<u>Planning</u>			
Subdivision Fees	450	400	(50)
<u>Police</u>			
Licenses	2,425	2,819	394
Other Income	1,550	1,576	26
	<u>3,975</u>	<u>4,395</u>	<u>420</u>
<u>Parking Meter Department</u>			
Parking Meter Collections	57,807	47,471	(10,336)

(Continued)

(Continued)

GENERAL FUND
STATEMENT OF REVENUES

	Budget Estimate	Actual	Actual Over (Under) Estimate
<u>Public Works</u>			
Service Charges	\$ 200	806	606
Garage Charges (Labor Only)	7,500	9,995	2,495
P. W. TV Crew and Drain Work	8,957	12,625	3,668
Sewer Users	282,000	193,733	(88,267)
Inspection Fees	-	590	590
	<u>298,657</u>	<u>217,749</u>	<u>(80,908)</u>
<u>Health Department</u>			
Licenses	919	1,001	82
Vaccination Certificates	45	24	(21)
	<u>964</u>	<u>1,025</u>	<u>61</u>
<u>Welfare Department</u>			
State and Other Reimbursements	1,950	1,015	(935)
<u>Recreation Department</u>	<u>6,844</u>	<u>8,135</u>	<u>1,291</u>
<u>Swimming Pool</u>	<u>24,000</u>	<u>27,549</u>	<u>3,549</u>
<u>Business Profits Tax</u>	<u>297,991</u>	<u>297,991</u>	<u>-</u>
<u>Revenue Sharing - Exhibit P</u>	<u>309,420</u>	<u>309,420</u>	<u>-</u>
<u>National Bank Stock Tax</u>	<u>5,399</u>	<u>5,424</u>	<u>25</u>
<u>Timber Yield Taxes</u>	<u>447</u>	<u>537</u>	<u>90</u>
<u>Unappropriated Surplus - Used to Reduce Tax Rate</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>
Total Revenue - City	2,482,072	2,510,332	28,260
<u>Tax Requirement - Current Year</u>	<u>6,403,855</u>	<u>6,404,350</u>	<u>495</u>
Total City Departments	8,885,927	8,914,682	
Excess of Actual over Estimate Revenues Transferred to General Fund Balance - Schedule A-;			28,755
<u>Revenue from School</u>	<u>1,394,286</u>	<u>1,376,990</u>	<u>(17,296)</u>
TOTAL	\$ 10,280,213	\$ 10,291,672	\$ 11,459

GENERAL FUND
STATEMENT OF APPROPRIATIONS AND EXPENDITURES

	Budget Appropriations After Transfers	Actual Expenditures	Actual Over (Under) Budget
<u>General Government</u>			
City Council	\$ 10,300	\$ 6,925	\$ (3,375)
Annual Audit	10,500	10,500	-
City Council Contingency Fund	5,500	8,104	2,604
Industrial Development	25,000	21,045	(3,955)
City Clerk's Office	33,828	32,927	(901)
Elections	15,639	15,664	25
Executive Department	33,680	32,795	(885)
City Building Operations	44,469	41,984	(2,485)
Civic Promotions	17,137	16,773	(364)
Civil Defense	2,488	2,149	(339)
Finance Department	43,468	42,508	(960)
Insurance and Retirement	358,363	346,083	(12,280)
Collector's Office	24,133	23,368	(765)
Appraiser's Office	17,031	16,384	(647)
City Attorney's Office	24,446	23,756	(690)
Planning Office	28,445	27,986	(459)
Building Inspector's Office	13,406	13,400	(6)
Dover Housing Board	5,120	4,260	(860)
Total General Government	<u>712,953</u>	<u>686,611</u>	<u>(26,342)</u>
<u>Public Safety</u>			
District Court	31,545	29,038	(2,507)
Fire Department	558,389	555,243	(3,146)
Street Lighting	133,000	126,518	(6,482)
Police	510,194	487,784	(22,410)
Parking Meter	30,284	28,898	(1,386)
Total Public Safety	<u>1,263,412</u>	<u>1,227,481</u>	<u>(35,931)</u>
<u>Public Works</u>	<u>755,874</u>	<u>715,613</u>	<u>(40,261)</u>
<u>Public Health</u>			
Health Department	5,802	5,521	(281)
District Nursing	5,000	5,000	-
Total Public Health	<u>10,802</u>	<u>10,521</u>	<u>(281)</u>
<u>Welfare</u>			
Welfare Department	70,617	51,183	(19,434)
Old Age Assistance	85,000	95,369	10,369
Total Welfare	<u>155,617</u>	<u>146,552</u>	<u>(9,065)</u>

(Continued)

(Continued)

GENERAL FUND
STATEMENT OF APPROPRIATIONS AND EXPENDITURES

	Budget Appropriations After Transfers	Actual Expenditures	Actual Over (Under) Budget
Parks and Recreation			
Recreation Program	\$ 44,317	\$ 41,996	\$ (2,321)
Maintenance of Parks	48,860	48,610	(250)
Recreation Center	59,932	60,124	192
Swimming Pool	10,935	11,108	173
Gymnasium	34,362	36,996	2,634
Total Parks and Recreation	198,406	198,834	428
Public Library	92,684	89,797	(2,887)
Youth Services	9,997	7,926	(2,071)
Conservation Commission	1,750	1,750	-
Dover Bicentennial Commission	5,000	1,011	(3,989)
Capital Outlay			
Data Processing	25,000	25,000	-
Planning	10,000	10,000	-
Fire	7,500	6,500	(1,000)
Police	18,000	17,819	(181)
Parking Meter	27,523	18,371	(9,152)
Public Works	54,000	54,000	-
Parks and Recreation	8,600	7,167	(1,433)
Rescue Van	4,500	4,500	-
City Buildings	2,000	2,000	-
Law Department	700	700	-
Total Capital Outlay	157,823	146,057	(11,766)
Interest			
Temporary Loans	175,000	130,745	(44,255)
Bonded Debt	496,560	496,560	-
Total Interest	671,560	627,305	(44,255)
Principal Payment - Bonded Debt	507,959	507,959	-
County Tax	449,209	449,209	-
Overlay	25,685	25,685	-
Total City Departments	5,018,731	4,842,311	
Excess of Budget Appropriation over Actual Transferred to General Fund Balance - Schedule A-1			(176,420)
Cemetery	13,996	8,964	(5,032)
School Department	5,247,486	5,215,892	(31,594)
TOTALS	\$ 10,280,213	\$ 10,067,167	\$ (213,046)

DIRECTORY

FUNCTION	OFFICIAL/LOCATION	TELEPHONE
Administration	Jared S.A. Clark, City Manager	742-3551
Assessor	William Colbath/City Hall	742-3819
Building Inspector	Allan Woods/City Hall	742-5335
Cemetary	Michael Mone/Pine Hill Cemetary	742-4916
City Attorney	Frank Carter, Jr/City Hall	742-8554
City Clerk	Charles Crocco/City Hall	742-2219
City Engineer	Jay Stephens/City Barn, River St.	742-3866
City Physician	Thomas Smith, M.D.	742-3866
Civil Defense	Gilbert Dolloff/Sixth Street	742-7734
Dog Officer	Wayne Estes	742-4332
Dover Industrial Development Authority	Robert Hynes, Chairman	742-0412
Finance Department	Thomas Duffy, Dir./City Hall	742-4964
Fire Department Southside Station	Walter Oates, Chief/Central Station Durham Road	742-1734 742-6612
Health Officer	Beatrice Fogg	742-1220
Library	Donald Mullen, Dir./Locust St.	742-3513
Parks and Recreation	Donald Heyliger, Dir./Butterfield Gym	742-5718
Planning Department	Christopher Sheridan, Dir./City Hall	742-5259
Police	Charles Reynolds, Chief/Locust St.	742-4646
Public Works	Pierre Bouchard, Dir./City Barn River St.	742-4568
Resident Engineer	Joseph Rehler/City Hall	749-4747
School Department	Bernard Ryder, Supt./City Hall	742-6400
Tax Collector	George Lowell/City Hall	742-1746
Welfare	Margaret Seymour, Dir./City Hall	742-4963
Youth Resources	Kathy Kelley, Coordinator	749-2677



New Hampshire State Library



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